

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station		6. Agency Position No.	
<input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		<input type="checkbox"/> New <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field		ORLANDO, FL		Orlando, FL		NL10392003	
7. Fair Labor Standards Act		8. Financial Statements Required		9. Subject to IA Action		10. Position Status		11. Position is:	
<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input checked="" type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special Sensitive	
Explanation (Show any positions replaced)								13. Competitive Level Code	
								13-25	
								14. Agency Use	
15. Classified/Graded by:		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		(Interdisciplinary) Computer/Electronics Engineer		GS		854/855		13 ns 21 Mar 97	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment		2. Third Subdivision		3. First Subdivision		4. Second Subdivision		5. Third Subdivision	
DEPARTMENT OF THE ARMY (DA)		PROJECT MANAGER FOR ITT SIMULATORS		ARMY MATERIEL COMMAND (AMC)		INSTRUMENTATION MANAGEMENT OFFICE (II)		SIMULATION, TRAINING & INSTRUMENTATION COMMAND	
a. First Subdivision		b. Second Subdivision		c. Third Subdivision		d. Fourth Subdivision		e. Fifth Subdivision	
19. Employee Review—This is an accurate statement of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.		21. Typed Name and Title of Immediate Supervisor		22. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
		J. RUSSELL LONGENBACH, Director, IMO							
Signature		Date		Signature		Date			
J. Russell Longenbach		5-15-95							
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		24. Position Classification Standards Used in Classifying/Grading Position		25. Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Typed Name and Title of Official Taking Action		US OPM PCS for GS-854, dated 1/88; US OPM PCS for GS-855, dated 02/71; Equipment Development GEG dated 06/68 Comp/Elec Engr (Interdisciplinary)							
JAMES M. SKURKA, Deputy to the Commander									
Signature		Date		Signature		Date			
James M. Skurka		2-12-97							
26. Position Review		INITIALS		DATE		INITIALS		DATE	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
27. Remarks									
POSITION IS AT FULL PERFORMANCE LEVEL								BUS: 7777	

Introduction:

The position is located in the Instrumentation Management Office (IMO) within the Program Manager's Office for Instrumentation, Targets and Threat Simulators (PM ITTS) of the Simulation, Training and Instrumentation Command (STRICOM). IMO is chartered under PM ITTS with the mission to provide centralized management and direction for all research, development, acquisition and fielding for all Army major instrumentation systems for Army, DoD and Tri-Service Test Ranges. The duties performed by the incumbent will include systems engineering, software engineering, computer analysis, instrumentation analysis and operations research analysis at a level to provide direction and leadership to a multi-disciplinary Integrated Product Team (IPT) as a Project Director (PD). As the PD on the IPT the incumbent will support the acquisition life cycle management of IMO systems which involves the design, integration, test and acquisition management of complex systems composed of hardware, computers, software, interfaces, simulation and instrumentation hardware. This position is under the senior supervision of the Director, IMO and the immediate supervision of the Deputy Director, IMO who makes broad assignments including general technical objectives to be attained and program requirements, time frames for completion of work, and guidance on critical or controversial issues. Incumbent discusses with supervisor the broad phases and the progress of the work and administrative matters, but receives little or no guidance in implementation of the technical details. Correspondence, plans, and other material requiring concurrence and/or approval are reviewed for technical adequacy or feasibility and conformance to established policy.

Major Duties:

1. Serves as an Engineer in the IMO of PM ITTS responsible for total life cycle management of major instrumentation projects. Responsible for developing, establishing, implementing, and controlling contractual, financial, and technical aspects of the project through all phases of the system acquisition cycle. Responsible for managing and concluding actions required to execute the specified goals of assigned projects. In order to perform the duties of this position, the incumbent must have a Secret security clearance. 30%

2. Serves as senior team member and technical specialist in implementing project planning by preparing and reviewing project documents such as the: Acquisition Strategy Report, Acquisition Plan, Program Management Plan, Development and Production Schedule, Engineering Change Proposals, design studies, etc. 25%

3. Directs and monitors contractor activities to assure progress on cost, schedule, performance, and/or supportability criteria as relevant to assigned projects. Analyze management concerns and identifies critical problem areas for further study and evaluation. Develops problem analysis, determines method of solution, and guides the resolution in coordination with the Chain of Command. 25%

4. Defends and presents the project position at reviews, conferences, and other closed and open forums. Provides intensive management with status and decision information on assigned projects. Presents complete recommendations, redirection justifications, or other critical program information to higher organizational levels. 20%

Performs other duties as assigned.

FACTOR 1. Knowledge Required by the Position

- In-depth knowledge of Department of Defense (DoD) materiel acquisition process, specifically the application of DoD 5000 series of principles, policies and practices of systems acquisition and program management to plan, organize, and manage those critical aspects of the development, production, and/or fielding of complex systems, subsystems and equipment.

- Knowledge of systems engineering, operations research analysis, computer software and hardware principles to support the acquisition life cycle management of electronic, computer based instrumentation systems to support labs and test ranges in the development of major weapon systems and simulators.

- Knowledge of test engineering and management techniques including Test and Evaluation Master Plan (TEMP) development and coordination through the Test Integration Working Group (TWIG) process.

- Knowledge of the activities and purpose of the functional support personnel and ability to coordinate such aspects of systems acquisition as engineering, procurement, program control, configuration, test, manufacturing, and integrated logistics support in order to effectively implement project direction.

- Knowledge of business and industry management, procurement procedures, and production practices in order to evaluate contractor proposals and activities.

- Ability to gather and analyze statistical and performance data to perform market surveys, risk analysis, trade-off studies, baseline cost estimates and reliability,

availability, maintainability (RAM) analysis needed to support the material acquisition decision making process.

- Knowledge of the application of current engineering technology, as identified for SME's, to advise on the conceptual design of electronic, computer based instrumentation systems for military based labs and test ranges for the development of major weapon systems.

FACTOR 2 - Supervisory Controls

Incumbent works under general supervision of the assigned Deputy Director IMO, who provides policy guidance and assignment in terms of broad, general objectives. Incumbent exercises responsibility for technical decisions, planning and administering assigned responsibilities and managing resources. Supervisor accepts authoritative determinations not in conflict with established policies and basic procedures. Work is reviewed in terms of overall effectiveness, adherence to policy, consistency with related programs and attainment of objectives.

FACTOR 3 - Guidelines

Guidelines include DoD, Department of the Army (DA), AMC, STRICOM, PM ITTS and local regulations and policies. Guidelines also include technical manuals, bulletins, journals, manufacturer's catalogs, industry standards and textbooks. Guidelines are frequently inadequate, inapplicable, and/or controversial, therefore, judgment initiative, originality and skill must be utilized by the incumbent to apply changing and emerging technology and flexible acquisition procedures to various project assignments.

FACTOR 4 - Complexity

The work involves innovative application of systems technology and management principles to identify critical problems and assure project accomplishment through the various phases of the acquisition cycle. Each phase differs in objectives, management controls, administrative procedures, and participating agencies. The incumbent plans, analyzes, and integrates technological concerns and management demands to resolve critical difficulties. The technical complexity of the assignment results from the requirement to apply engineering principles to development projects which often times advance the state of the art in systems technology. Direct leadership is crucial in motivating government and contractor personnel at many levels with frequently conflicting interests. Assigned projects are characterized by unusual factors and pressures which create a management situation resulting in a substantial element of uncertainty and risk as to the foreseeable outcome of acquisition efforts. Vital aspects

of assigned projects require the development of new approaches to problems and the pursuit of alternative courses of actions. Project complexities call for frequent reprogramming and readjustment of schedules, funds, and the activities of project participants.

FACTOR 5. Scope and Effect

Incumbent's actions and decisions have a direct impact on the cost, schedule, performance, and supportability of systems, subsystems, and/or equipment managed. Alternative management approaches developed affect the efficiency of methods and procedures used in industry and other DoD activities.

FACTOR 6. Personal Contacts

Interacts with Army, Navy, and Air Force personnel to include project and functional area specialists within DoD, STRICOM, and PM ITTS; senior managers at higher headquarters; managers and professionals from other agencies including DA, OSD, and contractor organizations; representatives from user and support organizations, such as TECOM, OPTEC, TRADOC, and SSDC.

FACTOR 7. Purpose of Contacts

Contacts are to initiate action, resolve problems, and report progress to management and technical levels with the organization. Motivation and persuasion are often required to achieve agreement among diverse project participants with differing objectives or views. Difficult negotiations with contractor representatives are required to assure project requirements at minimum impact to cost, schedule, performance, or supportability. The incumbent must defend or justify critical program decisions to higher levels of management as appropriate.

FACTOR 8. Physical Demands

The work is mostly sedentary, although there may be some walking, bending, and climbing associated with on-site inspections.

FACTOR 9. Work Environment

The work is primarily performed in an office setting. Some work may be performed at industrial and manufacturing facilities, field sites, and test ranges. Frequent travel by commercial and military aircraft under conditions described in the DoD Joint Travel Regulations may be required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 0392001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."